OFFICE OF INJURED EMPLOYEE COUNSEL

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An Equal Opportunity Employer

The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to staff in the application area.

Title: Web Administrator I/Web Designer (Temporary position that is funded through 08/31/15 and will be funded into Fiscal Year 2016)	Opening Date: 07/08/15	Application Deadline: Open Until Filled	Starting Salary: B18 $3,293.42 - $5,370.75	Job # 15-175 Revised & Reposted
Agency: Office of Injured Employee Counsel	Location: 7551 Metro Center Drive, Suite 100 Austin, Texas 78744			Travel Required: 15%

GENERAL DESCRIPTION

The Web Administrator II/Web Designer performs highly complex web design and development work. Work involves coordinating web environment, deployment, development and maintenance activities for the Office of Injured Employee Counsel. Responsible for maintenance and updating of content, new development initiatives, and SEO (search engine optimization). Works with the Public Affairs Manager to provide support across all aspects of website development. Develops high-quality, dynamic and responsive websites that educate the public about the Office of Injured Employee Counsel. This individual will also ensure that the sites meet state and federal accessibility regulations. The best candidate has a strong understanding of industry trends and content management systems, as well as web software programs. The ideal candidate is a hands-on self-starter who has the ability to transform ideas into user friendly, captivating designs and deliver results in a fast-paced environment. Observes all applicable agency policies and procedures, including adhering to established leave and attendance policies, safety rules and regulations, and use of state property.

ESSENTIAL JOB FUNCTIONS INCLUDE

• Design, test, and install web pages
• Manage full web production process, from conception to launch
• Maintain, enhance and update existing website and intranet
• Evaluates code to ensure that it is valid; properly structured; and meets industry standards;
• Design and develop new landing pages and interactive web elements
• Analyzes, evaluates, and make recommendations about existing information technology/systems processes and the development of new procedures, standards, tools, and techniques
• Develops and maintains web applications
• Determines operational, technical, and support requirements for the operation and maintenance of databases, text, and graphics
• Uses automated web system tracking tools to produce usage reports;
• Executing SEO
• Requires familiarity with 508 accessibility standards
• Use various processes and automated tools to perform content maintenance tasks (link checking, spell check,
• etc.)
• Establish, implement and evolve style guidelines for the agency
• Must be able to work on multiple projects simultaneously, with the ability to deliver results with tight deadlines
• Perform other duties as assigned

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every OIEC job.

QUALIFICATIONS:

Education/Experience:
Two - five years of relevant website design, development and management/administration experience. Experience with Cascade Server Software. Experience with the State of Texas web accessibility requirements. Graduation from a two-year college with major coursework in Web design or Web development is preferred. Additional experience may substitute for the educational requirement on a year-for-year basis. Only one year of education may substitute for the experience requirement.

KNOWLEDGE, SKILLS AND ABILITIES
Applicant should have demonstrated:

• Experience creating sites and themes for popular content management systems including Cascade
• Advanced knowledge of HTML, CSS, JavaScript, jQuery
• Tracking website metrics, planning and executing SEO
• Extensive experience in Adobe Creative Suite: Dreamweaver, Illustrator, Photoshop, lnDesign

Apply by emailing a State of Texas Application to OIECInbox@oiec.texas.gov *or mailing to the address listed above. Please submit resume, cover letter and link to online portfolio with State of Texas application.*

An individual who qualifies for a veteran's employment preference is entitled to a preference in employment with OIEC over other applicants for the same position that do not have a greater qualification. Tex. Gov't Code §657.003.

An individual who was under the permanent managing conservatorship of the Department of Family and Protective Services on the day preceding the individual's 18th birthday is entitled to a preference in employment with a state agency over other applicants for the same position who do not have a greater qualification. *Tex. Gov't Code §672.002*

OIEC will conduct a criminal background check on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.